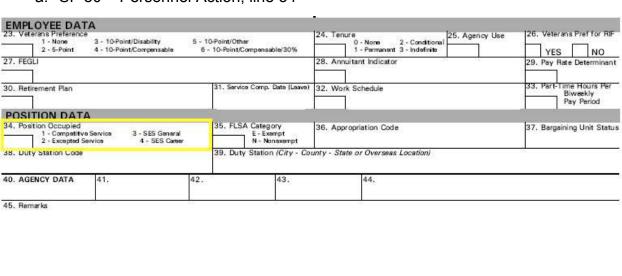
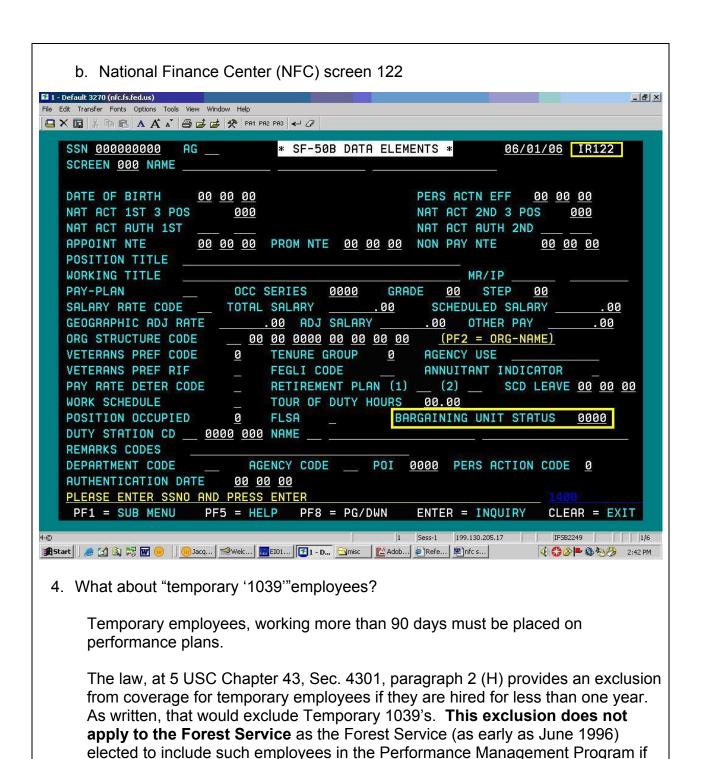
Determining Employee Performance Plans

Who gets a performance plan?

The following are items you should take into consideration when determining which employees require a performance plan.

- 1. Performance Plans are required for all employees on:
 - a. Competitive appointments, whether permanent or temporary, which are expected to work more than 90 days.
 - b. Excepted Appointments only if the employee is either a Student Career Experience Program (SCEP) or a President Management Fellow (PMF), and is expected to work more than 90 days.
- 2. Performance Plans are not required for:
 - a. Excepted Appointment employees who are not PMFs or SCEPs.
 - b. Student Temporary Employment Programs (STEPs).
 - c. Competitive employees who work less than 90 days, and PMFs or SCEPs who also work less than 90 days.
- 3. Determine an employee's appointment or position description by referring to the:
 - a. SF 50 Personnel Action, line 34





they will be on the rolls for 90 or more days; thus Temps hired on 1039 hour

appointments are covered.

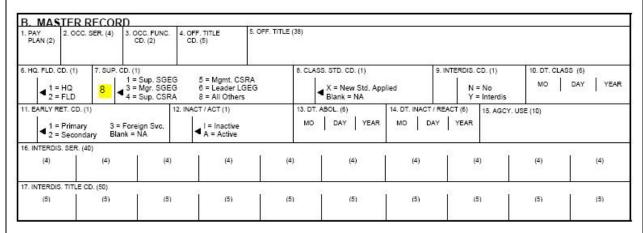
Which plan do they get?

The following are items that should be considered when determining which performance plan should be used for supervisory or non-supervisory employees.

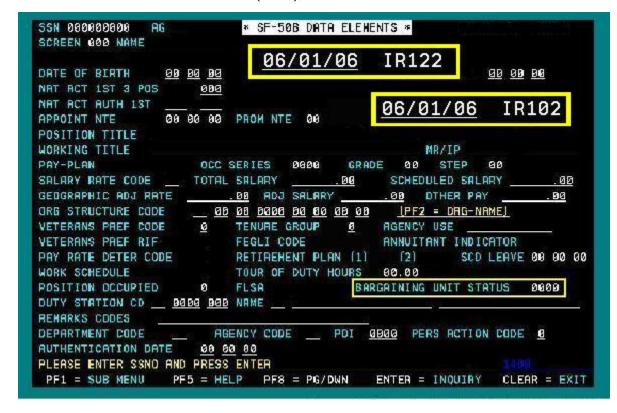
- 1. All "Nonsupervisory" employees should be placed on the Plan that has only three elements:
 - Mission Results
 - Managing Work Assignments
 - Teamwork and Partnerships

Exceptions to this rule apply when the employee:

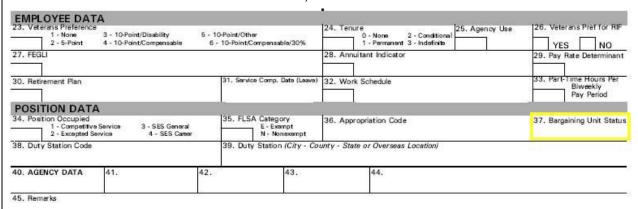
- Is legally and technically in a job that is identified as "supervisory" which includes having:
 - A Supervisory Code of 2, 4, or 5 and
 - A Bargaining Unit (BUS) Code of 8888, and
 - Day to day responsibility for 1 or more employees that includes tasks such as:
 - Approving Time and Attendance documents.
 - Approving travel vouchers.
 - Establishing performance plans and conducting midyear progress and year end reviews and providing the rating of record.
- 2. The definition of "supervisor" does **not** include employees who:
 - Are workleaders.
 - Hold a management-type position, but supervise no employees
 - For example, the GS-13 Budget Analyst or the GS-12 Human Resources Specialist.
- 3. Supervisory Codes are found by referring to the:
 - Position Description, line 7

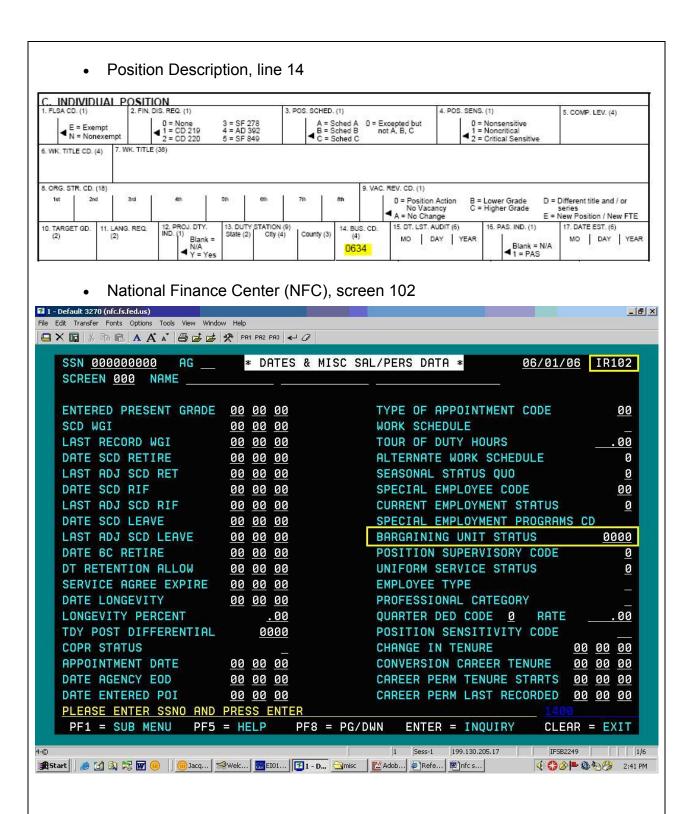


National Finance Center (NFC), screen 102 or 122



- 4. BUS Codes are found by referring to the:
 - SF Form 50 Personnel Action, line 37





NOTE: If, after review of the employee's position description, SF 50, and/or the NFC codes it is not clear which performance plan is appropriate, please contact the local Human Capital Management Office for further assistance.